**Safety and Environmental Protection Directorate
Administration Office**

The SEP Administration Office includes the Laboratory Assurance Office, Packaging and Transportation Safety, Contract 48 ES&H Performance Measures, LLNL Training Manager's Office, and ES&H Information Management Office.

The Administration Office:

- Is responsible for maintaining the Environment, Health, and Safety (ES&H) Manual, other key ES&H documents, the Laboratory's ES&H standards information and process, and the ES&H Web site; provides support to several institutional ES&H databases and manages the "Lessons Learned" Program

- Is the Laboratory's primary resource regarding policies, guidelines, and standards for required training; serves as the point of contact with external agencies and responds for the Laboratory to requests for participation at policy- and standard-setting meetings of external agencies

- Manages the Livermore Training Records and Information Network (LTRAIN) and the Web-based training-testing system; maintains the LLNL Training Program Manual

- Is the principle point of contact for the Laboratory's quality assurance programs

- Administers the Laboratory's human reliability programs, which are federally mandated for individuals in designated security and safety sensitive positions potentially affecting public health and safety and national security

- Assures that Laboratory activities involving the packaging and transportation of hazardous materials, substances, and wastes, and motor carrier operations, are in compliance with all applicable federal, state, and local requirements

- Monitors, evaluates, and reports on the Laboratory's conformance with LLNL-specific University of California and Department of Energy performance measures

- Assures that LLNL employees are working safely; assists in establishing and maintaining a minimum-risk work environment